ID1 Identify web authoring tools and review how well they support your accessibility goals

ID2 Create a design briefing incorporating accessibility for design agency

ID3 Prepare and communicate an introduction to accessibility resource

ID4 Identify and prioritize accessibility issues

ID5 Create a plan for regular checks and audits

ID6 Consider creating an organization wide accessibility monitoring and reporting framework

ID7 Identify the key reasons for accessibility

ID8 Review organizational design and development resources

ID9 Understand the broad impact of accessibility and legal responsibilities

ID10 Report to stakeholders the project accessibility successes and difficulties

ID11 Assign responsibility to other organizational areas that impact on accessibility websites

ID12 Understand what to do when some web content isn't accessible

ID13 Learn how to check for accessibility to confirm developer claims

ID14 Consider the potential need to recruit personnel with specific accessibility expertise

ID15 Research lessons learned from the development of other websites within the organization

ID16 Budget and plan general awareness raising and targeted skills building training for team members

ID17 Assess expertise and motivation of key project personnel

ID18 Implement a public feedback process for accessibility issues

ID19 Learn how content should be managed to ensure it stays accessible

ID20 Ensure any third-party providers are aware of your accessibility requirements and your expectations

ID21 Update publication process to include accessibility checks

ID22 Include accessibility requirements as standard criteria in the recruitment process

ID23 Identify and assign responsibilities within the team

ID24 Find out what questions to ask developers to ensure they are able to deliver an accessible website

ID25 Evaluate all project design assets

ID26 Develop a knowledge sharing process to spread accessibility throughout organization

ID27 Modify brand guidelines to build accessibility in

ID28 Work with technical, design, and content teams to develop better understanding of accessibility

ID29 Work with legal department to ensure accessibility is part of purchasing process

ID30 Review related policies and procedures to incorporate the accessibility policy throughout

ID31 Evaluate throughout the project and ensure a comprehensive evaluation on completed website

ID32 Assess and track accessibility requirements

ID33 Create a policy to address accessibility of internal systems and tools

ID34 Report design and technical achievements and knowledge to other website teams

ID35 Identify external sources of accessible information and examples

ID36 Identify and document the project accessibility goals

ID37 Schedule regular reviews and updates of policies and processes

ID38 Find out more about what accessibility actually is

ID39 Identify any existing policies related to accessibility

ID40 Plan for a reasonable gap between completion and go-live to address any final barriers

ID41 Improve existing project management process to bake in accessibility

ID42 Explore organization's current approach, understanding, and view of accessibility

ID43 Prepare a business case for management highlighting the value accessibility brings

ID44 Communicate within the project and organization who the responsible parties are

ID45 Communicate accessibility aims and value to wider organization

ID46 Produce accessibility training materials for technical team

ID47 Communicate and promote the policy across relevant parts of the organization

ID48 Create and track metrics on accessibility improvements

ID49 Identify roles and assign responsibilities across different areas of the project

ID50 Understand what the legal risks are associated with accessibility